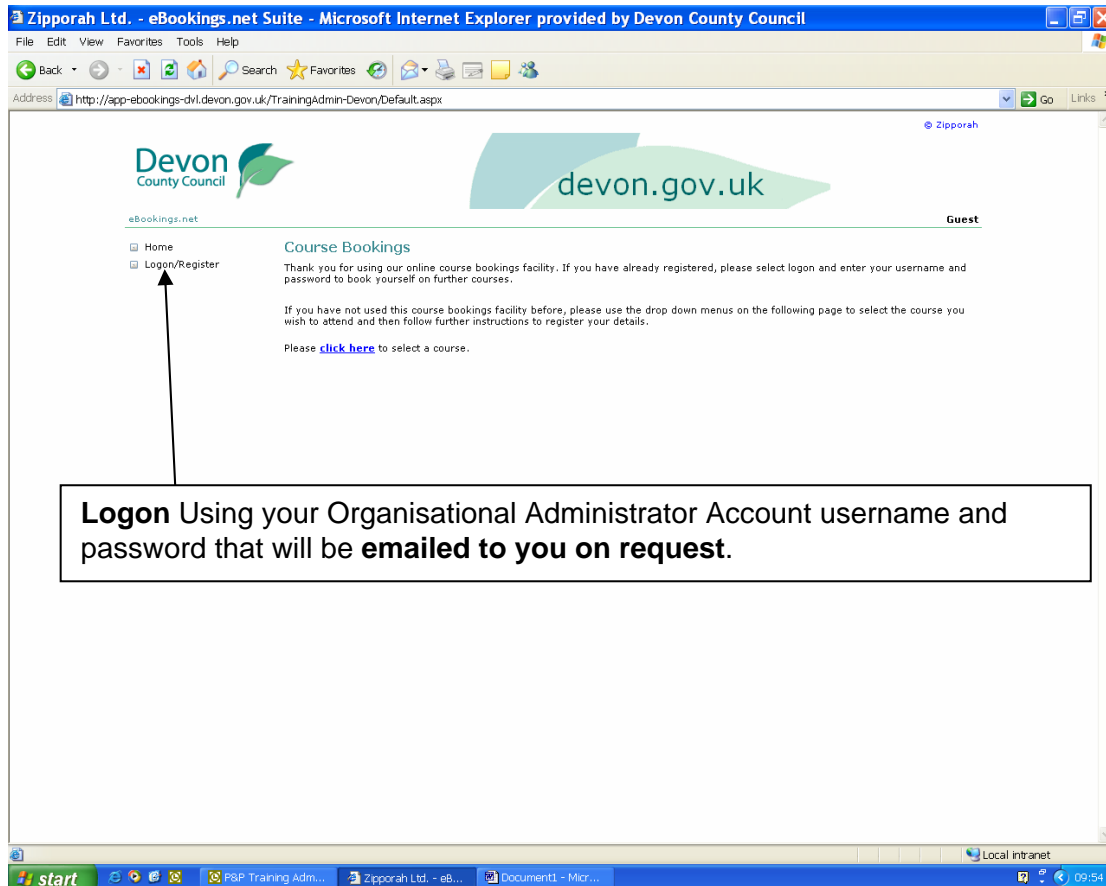# User Guide for Organisational Administrator

The latest version of our online booking system allows a single user to complete bookings for multiple staff members using a streamlined process which doesn't involve logging in and out as different people. This simple user guide shows you how.

PART A – Making Bookings

Logon Using your Organisational Administrator Account username and password that will be **emailed to you on request**.

Enter the **username** and **password** and click **Logon**.

User Guide for Organisational Administrator

Select **click here**. This will then take you to the next screen, which allows you to choose the course that you wish to make a booking on using the drop-down menus.
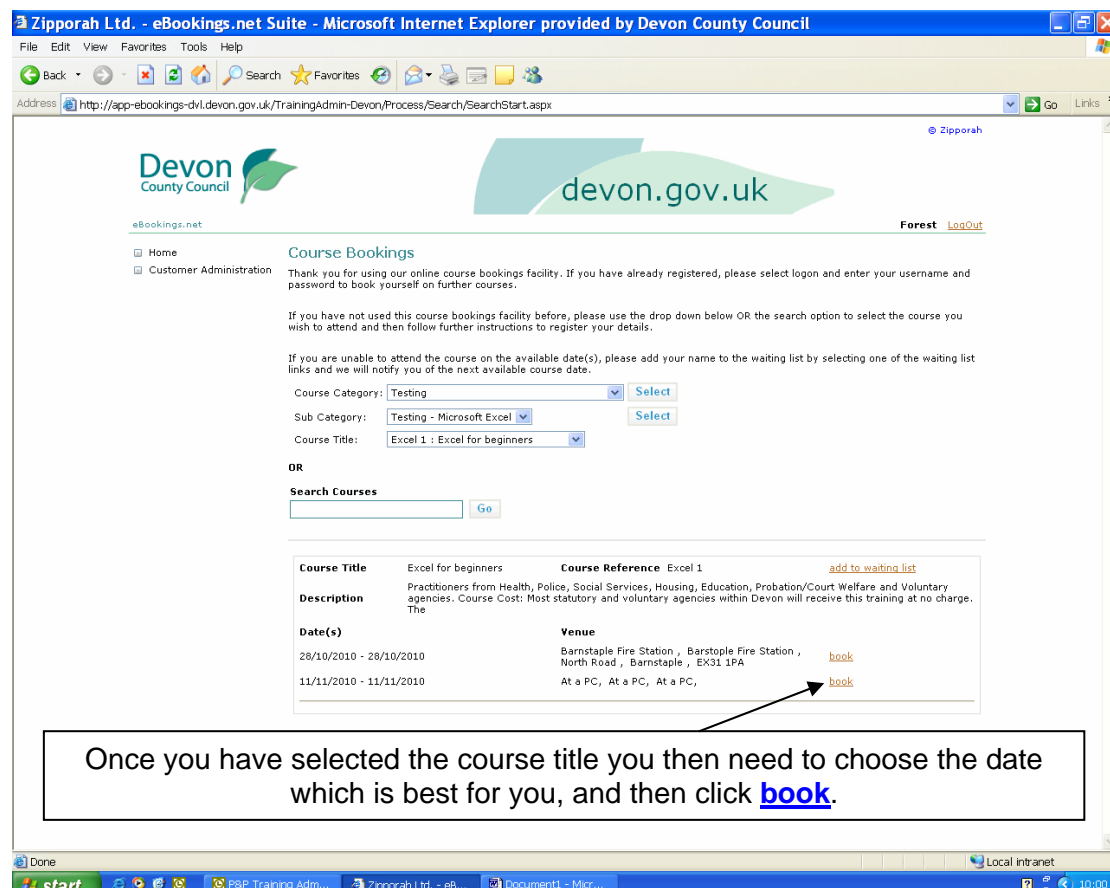
Once you have selected the course title you then need to choose the date which is best for you, and then click **book**.

User Guide for Organisational Administrator

This page tells you a bit more about the course outlines, who it is aimed at, and what the learning outcomes are. Once you have read this please click **select** and then [Continue].

This page shows any costs for the course and confirms your specific course selection. Please click [Continue].

User Guide for Organisational Administrator

This page informs you of any terms and conditions of the course. You must read these before the system will allow you to continue. Please tick the box if you accept them and then select **Continue**

You will then be able to select a user from a drop down list of your staff members. (To read more about how to add new staff members see Part B of this user guide).

User Guide for Organisational Administrator

Once the correct member of staff is selected click **Continue**

To complete booking of staff member check details and tick box. Then click **Continue**

User Guide for Organisational Administrator

Complete the Diversity Page and click **Continue**

To complete booking click **Continue**

User Guide for Organisational Administrator

You can then make more bookings for the rest of your staff, or click **Home** to choose a different course.
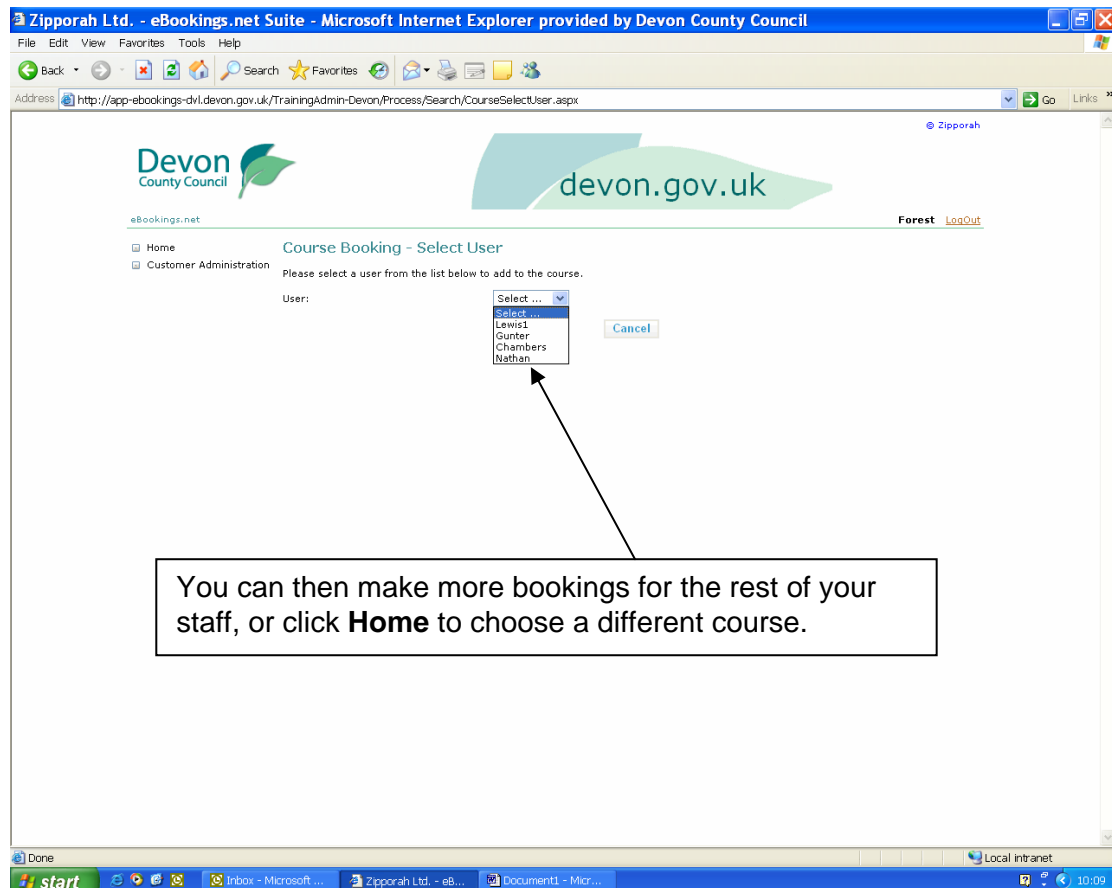
User Guide for Organisational Administrator

PART B – Adding new members of staff

Zipporah Ltd. - eBookings.net Suite - Microsoft Internet Explorer provided by Devon County Council

File   Edit   View   Favorites   Tools   Help

Back · · · Search · Favorites

Address http://app-ebookings-dvl.devon.gov.uk/TrainingAdmin-Devon/Admin/Accounts/CustomerAccounts/CustomerList.aspx

© Zipporah

Devon County Council   devon.gov.uk

eBookings.net   Forest   LogOut

☐ Home
☐ Customer Administration

Customer Search

Customer Management Options:

1. Create a New Customer
2. Amend an Existing Customer

> If you need to add new members of staff, click on <u>Create a New Customer</u> and Complete Title, First name and Last Name.
>
> **As a default (to save you time) all other details have been automatically populated with the details of your organisation. You can choose to leave these details as they are or replace them with the details of the individual staff member. Please note that leaving the email address as it is will mean that all booking confirmation and reminder emails will come to you. Changing the email address to that of the staff member will mean that the booking emails will go to them. It's up to you how you choose to use this function.**
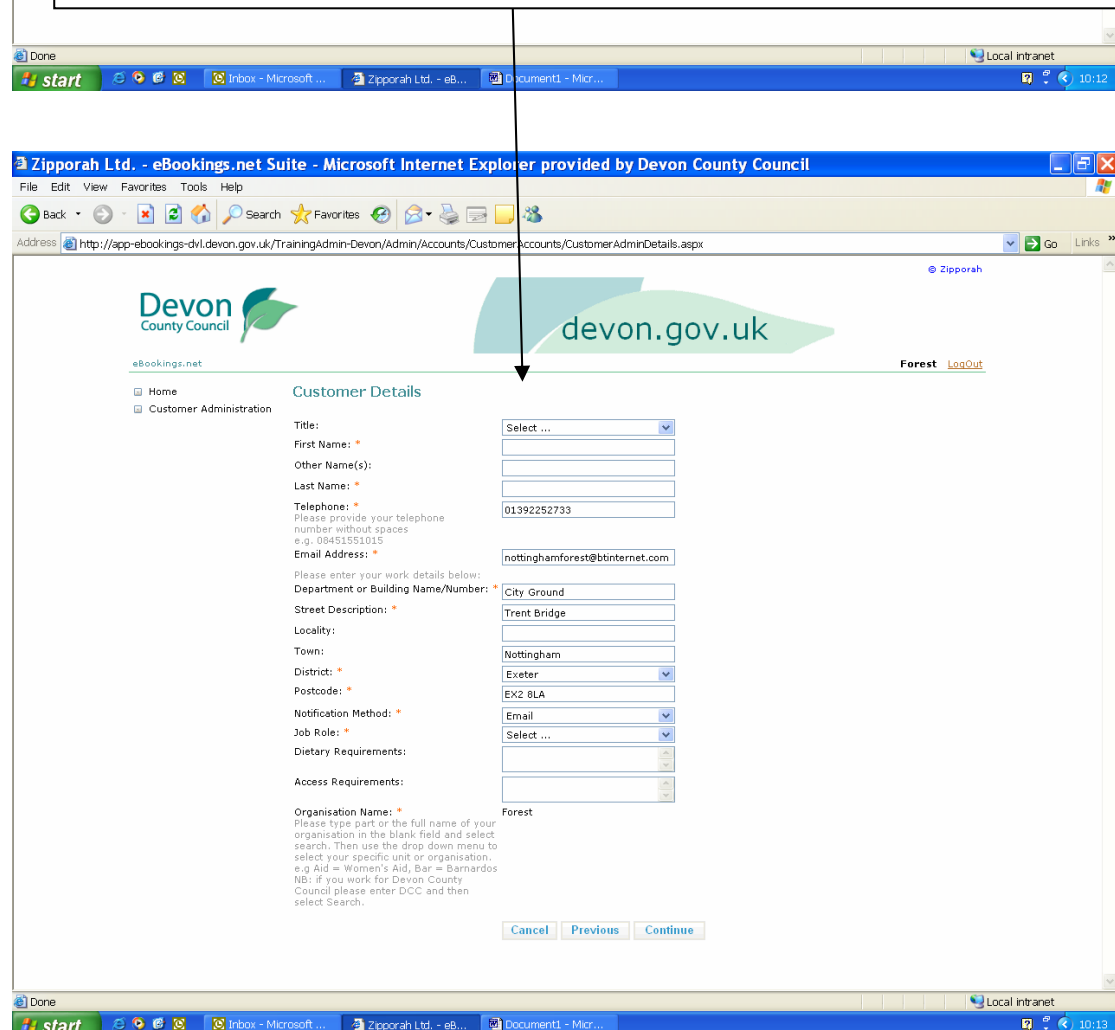
Done   Local intranet

start   Inbox - Microsoft ...   Zipporah Ltd. - eB...   Document1 - Micr...   10:12

Zipporah Ltd. - eBookings.net Suite - Microsoft Internet Explorer provided by Devon County Council

File   Edit   View   Favorites   Tools   Help

Back · · · Search · Favorites

Address http://app-ebookings-dvl.devon.gov.uk/TrainingAdmin-Devon/Admin/Accounts/CustomerAccounts/CustomerAdminDetails.aspx

© Zipporah

Devon County Council   devon.gov.uk

eBookings.net   Forest   LogOut

☐ Home
☐ Customer Administration

Customer Details

Title: Select ...
First Name: *
Other Name(s):
Last Name: *
Telephone: *   01392252733
Please provide your telephone
number without spaces
e.g. 08451551015
Email Address: *   nottinghamforest@btinternet.com
Please enter your work details below:
Department or Building Name/Number: *   City Ground
Street Description: *   Trent Bridge
Locality:
Town: Nottingham
District: *   Exeter
Postcode: *   EX2 8LA
Notification Method: *   Email
Job Role: *   Select ...
Dietary Requirements:

Access Requirements:

Organisation Name: *   Forest
Please type part or the full name of your
organisation in the blank field and select
search. Then use the drop down menu to
select your specific unit or organisation.
e.g Aid = Women's Aid, Bar = Barnardos
NB: if you work for Devon County
Council please enter DCC and then
select Search.

                    Cancel   Previous   Continue

Done   Local intranet

start   Inbox - Microsoft ...   Zipporah Ltd. - eB...   Document1 - Micr...   10:13

User Guide for Organisational Administrator

To amend details of staff members who are already registered on the system select Amend an Existing Customer.

Enter the first and last name of the staff member into the relevant boxes and click **Search**.
Choose correct staff member by clicking Edit.

User Guide for Organisational Administrator

Edit details and click **Continue**

If you require the system to send emails direct to your staff member check that the correct email address is present.

Customer Details

Title:	Mr
First Name: *	Nathan
Other Name(s):	
Last Name: *	Tyson
Telephone: *	01392252738
Please provide your telephone number without spaces e.g. 08451551015	
Email Address: *	nottinghamforest@btinternet.com
Please enter your work details below:	
Department or Building Name/Number: *	City Ground
Street Description: *	Trent Bridge
Locality:	
Town:	Nottingham
District: *	Exeter
Postcode: *	EX2 8LA
Notification Method: *	Email
Job Role: *	Fire Officer
Dietary Requirements:	
Access Requirements:	
Organisation Name: *	Forest

Please type part or the full name of your organisation in the blank field and select search. Then use the drop down menu to select your specific unit or organisation. e.g Aid = Women's Aid, Bar = Barnardos NB: if you work for Devon County Council please enter DCC and then select Search.

Cancel   Previous   Continue

Security Details

Username (6 or more characters): *   Nathan

☐ Change User's Password

Cancel   Previous   Continue

Click **Continue** to complete amendments.

(You can also change the individual's password by ticking the box).